

RESOLUTION 23-07

A RESOLUTION OF THE CITY OF BELLEVIEW, FLORIDA PROVIDING FOR STAFFING FOR THE FISCAL YEAR 2023/2024; REAFFIRMING ITS POLICY REGARDING FILLING VACANCIES IN THE CITY WORKFORCE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution 11-22 established minimum staffing levels which the City Commission found to be necessary for the orderly and proper conduct of the City's business and to rendering essential services to its citizens and the general public; and

WHEREAS, Resolution 11-22 established that any vacancy in the existing workforce of the City may be filled by replacing such existing employee through the City's current hiring policies; but that any increase in the workforce of any department of the City must be approved by the City Commission; and

WHEREAS, the City Commission annually reviews staffing requests and has determined the staffing levels, as set forth herein-below (Exhibit A), is necessary to provide the level of service for the citizens that is needed at this time; and

WHEREAS, the Department Heads have reviewed their work flow and processes resulting in no increase in employees for the 2023/2024 fiscal year; and

WHEREAS, the City Commission has established the policy that any increase to the current staffing levels, as set forth herein (Exhibit A), must be shown to be economically necessary and must be approved by the City Commission, but that vacancies may continue to be filled through the City's current hiring policies.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BELLEVIEW, FLORIDA that the essential employees who are necessary for the orderly and proper conduct of the City's business and to rendering essential services to its citizens and the general public are as set forth in the following listing of essential employees (Exhibit A).

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF BELLEVIEW, FLORIDA an increase to the City's workforce must be approved by the City Commission, but that vacancies in the existing workforce may be filled through the City's current hiring policies.

EXHIBIT A

Minimum Essential Employees Fiscal Year 2023/2024

Administration Department

<i>City Administrator</i>	1	Chief Administrative Official
Clerk's Office	1	City Clerk
Promotions	1	Events and Promotions Manager
HR/Risk Management	1	HR/RM Manager
HR Assistant	1	HR Administrative Assistant
Total Administration	5	

Finance Department

<i>Finance Director</i>	1	Department Head
Accounting, Audit Prep, System Manager	1	Deputy Finance Director
Accounting, Cemetery Mgmt	2	Accounting Staff
Utility Billing Office	2	Utility Billing Staff
Customer Service	3	Customer Service Staff
Total Finance	9	

Development Services

<i>Development Services Director</i>	1	Department Head
Code Enforcement	1	Zoning and Compliance Specialist
Planning / Zoning / Code	1	Planning / Zoning/ Code Enforcement Specialist
Building Department	1	Permit & Licensing Specialist
Development Services	1	Development Services Technician
Total Development Services	5	

Information Technology

<i>Information Technology Director</i>	1	Department Head
IT Support	1	End User Support Technician
Total Information Technology Department	2	

Police Department

<i>Chief of Police</i>	1	Department Head
Administrative - Sworn	2	1 - Lieutenant; 1 - Detective
Administrative - Support	2	1 - Sr Compliance Mgr; 1 Records Specialist
Crossing Guard	0.5	Seasonal Crossing Guard
Sworn Officers	13	12 - LEO's; 1 - SRO: Belleview Elementary
Total Police Department	18.5	

Public Works

Public Works Director / City Engineer

Administrative	1	Department Head
Administrative	1	Exec Asst to PWD
Janitorial / Maintenance	1	GIS Asset and Mapping Specialist
	1	Janitor / Custodian

Sewer Treatment Plant Division

Chief Water / Wastewater Plant Operator	1	Chief Operator
Operator	1	Sewer Treatment Plant Operator

Field Operations Division

Field Operations Supervisor	1	Oversight of Field Operations
Fleet / Inventory Maintenance	1	Mechanic / Inventory Technician
Facilities / Ground Maintenance	1	Facilities / Grounds Maintenance Technician
Parks Services	1	Parks Services Workers
Water / Sewer Field Techs	6	Water / Sewer Field Technicians
Maintenance Techs	4	Streets / Parks Maintenance Technicians

Total Public Works 20

F/Y 2023 / 2024 Essential Employees 59.5

PASSED AND RESOLVED by the City Commission of the City of Belleview, Florida by a ____ vote, on this 5th day of September, 2023.

Christine K Dobkowski
Mayor/Commissioner

Attest:

Mariah Moody
City Clerk

CERTIFICATE OF POSTING

I HEREBY CERTIFY that a copy of the foregoing Resolution was posted and available for public review in the City's on-line agenda packet prior to the Commission meeting in accordance with City policy.

Mariah Moody
City Clerk